

Volume

1

DEPARTMENT OF EDUCATION

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Office of State Aid and School Finance

# Online Taxable Value Collection

OFFICE OF STATE AID AND SCHOOL FINANCE

# ONLINE TAXABLE VALUE COLLECTION

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## Introduction

The DS-4410 taxable value collection is a vital component of the State Aid payment process. It allows the Department of Education to determine the amount of funding a given district is to receive under the State School Aid Act. The current process involves a three-cycle, paper-based collection process. This is commonly referred to as the A, B, and C submissions for a given tax year. This process has proven cumbersome and has placed a burden upon the County Treasurers without providing any tangible benefits. With this in mind, a new process was developed in conjunction with a core group of County representatives to fashion a system that would streamline the collection process while offering timely reviews of the data being collected.

## About This Manual

The “Valuable information” icon (above) may be seen throughout this manual. It will indicate a topic of note to the functionality of the system. Please pay particular attention to these areas as doing so will increase your productivity within the system.

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### ICON KEY

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 Valuable information

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### IMPORTANT

While the A, B, and C collections of the past will no longer exist as they did (you will not be required to submit prior year taxable value unless that data has changed), there will still be deadlines for submissions throughout the year. The Online system is available for perpetual updating, it is expected that you will make an initial submission between 7/1 and 10/1, a second submission no later than 5/1 and a final submission by 10/1 of the next year.

## Authentication and Authorization

Similar, yet different


Authentication is the process of identifying a user, generally using a login/password combination. Authorization takes that identified user and ensures he/she has the proper security credentials to enter the system.


MEIS

To access the system, a user must first fill out a request for access form. This form will step through the process of creating an MEIS user account for accessing the system. The access form may be downloaded from the 'What's New' section of the Office of State Aid and School Finance's website. Once a MEIS account has been obtained, and a request form has been submitted and approved, a user may access the system using the login/password combination.

## Helpful URL's

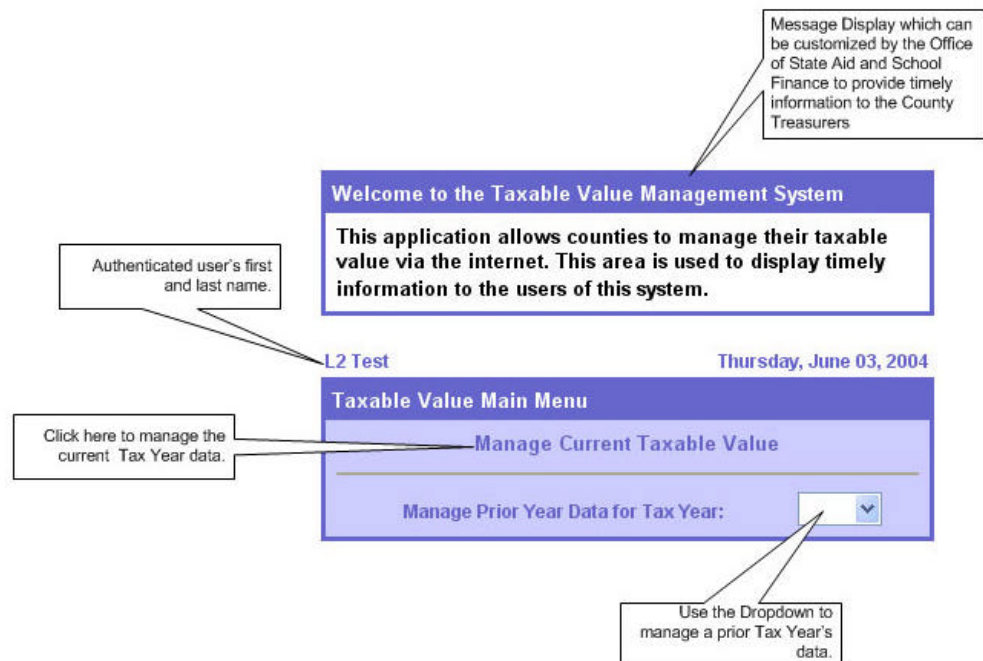
 <http://meis.mde.state.mi.us/userman> - create and maintain MEIS User Accounts.

 [http://www.michigan.gov/mde/0,1607,7-140-6530\\_6605---,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_6605---,00.html) - Office of State Aid and School Finance homepage.

 <http://tds.mde.state.mi.us> - the beta test location for the taxable value application.

## Main Menu

The main menu is the starting place for all work that will take place within the system. It offers navigation to the various tax years' data, and also displays information provided by the Office of State Aid and School Finance.



**FIGURE 1.1** displays the features of the main menu. This is the first screen that a County Treasurer will see upon entering the system.

**Current Year Taxable Value:** To manage your current year data, click on the 'Manage Current Taxable Value' link in the Main Menu. If this is the beginning of a new collection year, the data for each unit will be blank, requiring you to fill in all the data on the web form. Otherwise, data will be available for continual updates, meaning you will work with the same set of data that you initially enter into the system at the beginning of a tax year.

☞ A, B, and C collections are not used with the new system.

**Prior Year Taxable Value:** To manage the prior year data, select the corresponding tax year from the dropdown menu located next to "Manage Prior Year Data for Tax Year". This will bring you to a screen that will allow you to modify existing taxable values for something like a tribunal decision or data entry error.


## Managing the Taxable Value Data

The management screen provides the ability to modify taxable value data. The entire form may be filled out at once, with one submission batch updating all the records, or units may be modified one at a time. It is important to remember that the data entered in the textboxes is done so in 'calculator mode': it will add or subtract from the value directly above it. To subtract a value, place a minus sign in front of the number entered in the textbox.. This form is the only acceptable method for submitting taxable value to the Office of State Aid and School Finance.

**ARENAC COUNTY**  
County Code: 6  
Tax Year: 2003

County and tax year currently being edited

Clicking on this icon will prompt a download of taxable value data for this particular tax year. The downloaded file is in Excel format.



Shows the totals for each column of taxable value data. This is updated in realtime to reflect any changes made to the data below.

ARENAC COUNTY TOTALS	
Homestead Value	\$222,072,921.00
Non Homestead Value	\$196,753,262.00
Homestead TIF	\$5,396,847.00
Non Homestead TIF	\$11,739,655.00

Unit	District Code	In Review	Homestead	Non-Homestead	TIF Homestead	TIF Non-Homestead	Last Update	Update By
ADAMS	06050		\$1,199,000.00 <input type="text"/>	\$4,213,017.00 <input type="text"/>	\$0.00 <input type="text"/>	\$0.00 <input type="text"/>	5/24/2004	L2 Test
ARENAC	06010		\$154,636.00 <input type="text"/>	\$2,808,923.00 <input type="text"/>	\$0.00 <input type="text"/>	\$0.00 <input type="text"/>	5/24/2004	System Account
ARENAC	06020		\$281,552.00 <input type="text"/>	\$721,055.00 <input type="text"/>	\$1,001,000.00 <input type="text"/>	\$0.00 <input type="text"/>	5/24/2004	L2 Test
ARENAC	06050		\$225,441.00 <input type="text"/>	\$1,457,011.00 <input type="text"/>	\$0.00 <input type="text"/>	\$0.00 <input type="text"/>	5/24/2004	System Account

**Important**

These textboxes accept a numeric value to be added or subtracted from the value above. Placing a "-" in front of a value indicates subtraction.

Show the last time a record was updated. Also shows the user account that updated the record.

**Figure 1.2** displays the taxable value management screen.

File Format the excel file downloaded will have a filename of <countycode>-<taxyear>.xls

### Excel Download

To download a local copy of this data, click on the Excel icon located below the county information. This is the great option for having a local copy on record, and will be the best option for printing out the data on screen.



## Exceptions in Submission

Exceptions in submission will occur when the value of one of the collection types (homestead, non-homestead, homesteadTIF, and nonhomesteadTIF) for a given Unit exceeds a specific threshold. This will throw an exception and bring up the Exception Management screen (Figure 1.3). Once a record has been thrown into exception, the tax year it belongs to may not be edited. The exception screen will come up for that given tax year until all records have been validated. If the record in question represents a mistake in data entry (such as a value of 100,000 was entered instead of 10,000), clicking on the 'delete' link will revert the record back to it's original values and remove it from the exception list. If the data entered was correct, an explanation must be provided as to the exception increase/decrease in value. Once an exception has been externally validated, it is placed in a queue to be reviewed by an Office of State Aid and School Finance representative. The record will show up on the Management screen (Figure 2.2) but will be read-only until the internal validation process is complete.

**The following changes triggered an exception. Please review to ensure correctness.**

County Code: 6

Unit	District Code	Tax Year	Type of Exception	Old Value	New Value	Amount Changed	Explanation	Check to validate changes	Delete
ADAMS	06050	2003	HomesteadTV	\$1,199,000.00	\$199,000.00	(\$1,000,000.00)	Tribunal Decision	<input checked="" type="checkbox"/>	<a href="#">Delete</a>

Validate Exception Report

**Figure 1.3** displays the Exception Management screen.

## Conclusion



Districts can use the system to see their taxable value in real-time. This will prevent County Treasurers from having to provide detailed reports.

The Online Taxable Value Collection is an evolution of the existing process. It is meant to offer timely feedback on data submission, while giving County Treasurers the flexibility to enter data as it's received. As the system will be available to the districts (as well as the public) it should take the place of any taxable value reporting the County Treasurers currently must provide



